

2 February 1970

MEMORANDUM FOR: Support Service Historical Officers

SUBJECT : Procedure for Submission of Historical Reports

REFERENCE : Memorandum to the Directors of Support Offices from
the DDS dated 12 December 1969, subject: Completion
of CIA Historical Program (DD/S 69-5571)

1. Mr. Bannerman's memorandum of 12 December 1969 urges that each office work as closely as possible with [REDACTED] Support Services Historical Officer (SSHO), to ensure that target dates for the completion of historical reports are met. In order to minimize the revision and rewrite of histories as they are developed and the consequent delays in their completion, I believe it would be desirable that [REDACTED] advice and guidance be sought at the very beginning of research and outline preparation. Consultation between the authors and the SSHO at this and subsequent stages should simplify the overall process. The procedure to be followed is shown schematically in the attached flow chart. This procedure has been tested with some of the Support Offices and we believe it has demonstrated enough utility to make it worthwhile adopting as the general procedure for all of the histories. Writers who are not already working directly with [REDACTED] should call him immediately.

2. If there are any questions about the revised procedures, please deal directly with [REDACTED] He can be reached on extension [REDACTED]

Attachment